

International Trade Specialist GS13/14

U.S. Department of Commerce, International Trade Administration
Global Markets Minneapolis Office

Description of Development Opportunity:

Work to support a sector specific industry sector in Minnesota which could mean organizing an event, handling VIP visitors from D.C., attending a conference, or speaking at an event.

Market Research: Utilizing federal government databases, trade journals and internet based market research to assist companies identify best market prospects

Marketing/Promotional: Promoting overseas trade shows, export leads, seminars and other trade activities; preparation of newsletters, webinars, podcasts and other promotional media; event/seminar support; promoting CS Minneapolis via social media and traditional marketing

Business Counseling: Directing telephone inquiries from exporters regarding trade requirements, regulations, documentation, country issues, commodity classification, etc.; attend meetings with local businesses to assess exporting needs

Minnesota District Export Council (DEC): Supporting DEC activities and quarterly networking event; managing content on www.exportassistance.com; other projects

Growing Global: Providing market research support to companies participating in ExporTech

Administrative: Website, media, social media, and newsletter management; data entry; maintenance of trade reference resources

Special Projects: as assigned

ECQ's that apply:

Results Driven, Building Coalitions

Person will have a chance to work with business leaders, other federal, state, and local governments. This includes working with Congressional offices and leaders to support companies in exporting and/or help companies with investing in Minnesota.

Benefit to Home Agency:

Individual would have a chance to work with a variety of partners in a fast pace dynamic offices that uses technology and business processes to maximize efficiencies. This includes working with social media, doing public speaking, organizing events, and developing new relationships and contacts.